



## EWEB photo-based inspections

To increase flexibility for contractors and homeowners around inspections for energy efficiency projects, EWEB is exploring the use of photo-based inspections. The steps are as follows, with some helpful tips at the bottom:

1. Complete all the preparation work and the energy efficiency installation. For insulation jobs, make sure to collect photos as you go.
2. Open the web-based inspection form, here: [bit.ly/EWEBinspect](https://bit.ly/EWEBinspect)
3. Enter the information as requested in the form, including the location info, contact info, and measure info.
4. Complete any installation checklists and provide photo-proof that the work was done correctly, as needed.
5. Once the installer has confirmed the work is complete, and all the required entries are submitted, visit the Submit page and press the button for “Save and Submit”. This sends the information to EWEB and to the email addresses entered.

### \* Helpful tips:

- Photos can be taken at any point during the installation on your phone or tablet device, and then uploaded from your photo library into the online inspection form. Please be sure to use the correct photos from the correct address.
- For insulation jobs, review the form to make sure you have the necessary photos collected before things get buried or covered. Necessary photos include pre-existing insulation levels, vent baffles, air sealed penetrations and chimney chases, can light shields, knob-and-tube wiring, etc.
- For ducted heat pump jobs, in cases where a third party is used for testing, the final duct testing and/or heat pump commissioning can happen after the online inspection form is submitted.
- The online inspection form uses logic to only display things that apply to your installation. Some photos and checklists are required. If the form says something is required, and it shouldn't, review what was checked in earlier questions.
- If multiple measures are being installed, such as a heat pump and insulation, a single form entry can be used, or multiple form entries. It is up to you.
- Other program documentation requirements remain unchanged for now.